

DEPARTMENT OF INSURANCE

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**NOTICE**

DATE: October 6, 2004

TO: All Admitted Insurers and Other Interested Parties

SUBJECT: **California Resident Insurance Producer Applicants
New Option for Obtaining Fingerprint Impressions**

During the past two years, the California Department of Insurance (CDI) began to offer several internet services to insurance producer applicants such as online applications and online examination scheduling. These services, along with various business process improvements, have proven to be very successful. Applicants passing the qualifying examination on the first attempt are now receiving their licenses in two to three weeks. In contrast, in the past it sometimes took between six to eight weeks for applicants to receive their licenses.

These successes have brought new challenges. As you know, the CDI requires fingerprint impressions for all of its insurance producer applicants. Presently, resident applicants are fingerprinted at the CDI exam site on the day of the license examination. Because of the processing delays experienced in the past, the CDI generally received the results of the fingerprint background check prior to issuing the license. However, with the improved processing times as noted above, oftentimes the license is ready to be issued before the CDI receives the fingerprint results. Therefore, the CDI is changing the fingerprinting process so that the fingerprint impressions can be submitted at anytime prior to taking the license examination, even before submitting the license application.

Effective immediately, applicants may proceed with either of two alternatives. Applicants may still obtain their fingerprint impressions at the examination site on the day of their examination. Or, applicants may obtain their fingerprint impressions prior to taking the examination.

Obtaining the fingerprint impressions beforehand will minimize the risk that the license issuance will be delayed while awaiting the results from both the California Department of Justice and the Federal Bureau of Investigations.

Please refer to the instructions below showing how California residents may obtain fingerprint impressions prior to taking the examination:

Step 1

Request for Live Scan - Form 442-39A

The Request for Live Scan, Form 442-39A, can be obtained from the CDI web site at www.insurance.ca.gov. This form must be printed, completed and taken to Identix Identification Services (IIS) at the time of the fingerprint appointment.

Step 2

Schedule an appointment with Identix Identification Services - Live Scan California Locations

The CDI arranged with IIS to provide live scan fingerprinting services. You may review a list of locations at www.sylvanidentix.com. Please call (800) 315-4507 to set up an appointment.

Step 3

Cost of the Live Scan Processing

The cost of the live scan service is \$74. The \$74 processing fee covers the following services: FBI check \$24, State of California DOJ check \$32, and Identix Identification Services fee \$18.

There is no change in the process for non-resident applicants to obtain fingerprint impressions. Please contact the CDI Contact Center at 1-800-967-9331 or visit the CDI web site at www.insurance.ca.gov should you have any questions concerning the fingerprint requirements for both California residents and non-residents.